



## CITY OF CARROLLTON SPECIAL ALCOHOLIC BEVERAGE EVENT LICENSE APPLICATION

(Applications must be made at least thirty (30) days prior to the date of the event unless otherwise waived)

NON-PROFIT ORG: YES <input type="checkbox"/> NO <input type="checkbox"/>	GOVERNMENT ORG.: YES <input type="checkbox"/> NO <input type="checkbox"/>	PRIVATE PARTY : YES <input type="checkbox"/> NO <input type="checkbox"/>
ONE DAY PERMIT <input type="checkbox"/>	TWO DAY PERMIT <input type="checkbox"/>	THREE DAY PERMIT <input type="checkbox"/>
DATE & TIME OF EVENT:		
LOCATION OF EVENT:		
CITY-OWNED FACILITY: YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, executed copy of rental agreement to be provided with this application.		
NAME OF APPLICANT APPLYING FOR THE LICENSE:		
APPLICANT PHONE NUMBER:		
APPLICANT EMAIL ADDRESS:		
NAME OF ORGANIZATION, ENTITY, NON-PROFIT ORG., GOVERNMENT ORG., ETC... RESPONSIBLE FOR THE LICENSE:		
ORGANIZATION PHONE NUMBER:		
ORGANIZATION EMAIL ADDRESS:		
DETAILED DESCRIPTION OF EVENT: _____ _____ _____ _____ _____ _____		
TYPE OF ALCOHOL TO BE OFFERED FOR SALE: BEER <input type="checkbox"/> WINE <input type="checkbox"/> DISTILLED SPIRITS <input type="checkbox"/>		
WILL ENTERTAINMENT BE PROVIDED AT EVENT? YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, please describe in detail.		
ESTIMATED NUMBER OF PARTICIPANTS: <div style="border: 1px solid black; width: 150px; height: 20px; display: inline-block;"></div>		

AT LEAST ONE (1) CERTIFIED CITY OF CARROLLTON POLICE OFFICER HAS BEEN PROCURED BY APPLICANT TO PROVIDE SECURITY AT EVENT? YES ☐ NO ☐

ADDITIONAL CERTIFIED CITY OF CARROLLTON POLICE OFFICERS REQUIRED TO PROVIDE SECURITY AT EVENT?  
YES ☐ NO ☐

### VERIFICATION

I, \_\_\_\_\_, do solemnly swear subject to criminal penalties for false swearing, that  
PRINTED NAME OF APPLICANT  
all the statements and answers made by me to the foregoing questions in this application are true, and no false or fraudulent statement or answer is made herein to procure the granting of such License. Furthermore, I do hereby certify that I have received and read a copy of Sections 6-28 and 6-40 of the City of Carrollton Alcohol Ordinance and I understand said requirements and will comply with the same. Furthermore, by signing herewith, I do hereby acknowledge that alcoholic beverages shall not be provided or sold to anyone under the legal age to consume such.

\_\_\_\_\_  
Applicants Signature (FULL NAME IN INK)

I hereby certify that \_\_\_\_\_ signed his/her name to the foregoing  
(Full Name of Applicant)  
application after stating to me that he/she knew and understood all statements and answers made therein, and, under oath actually administered by me, has sworn that said statements and answers are true.

This \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

(AFFIX SEAL)

# FOR STAFF USE ONLY:

APPLICANT APPROVED FOR LICENSE? YES ☐ NO ☐

If no, why was the Applicant denied the Special Alcoholic Beverage Event License?

COPY OF APPLICANT'S DRIVERS LICENSE ATTACHED HERewith: YES ☐ NO ☐

CITY OF CARROLLTON POLICE OFFICER(S) SCHEDULED TO PROVIDE SECURITY AT EVENT: YES ☐ NO ☐  
(or more security personnel if deemed necessary by the City Manager)

SECURITY PROVISION WAIVED BY THE CITY MANAGER: YES ☐ NO ☐

APPLICABLE FEE RECEIVED: YES ☐ NO ☐

NO CHARGE: YES ☐ NO ☐

PAID BY: ☐ CASH ☐ CHECK #-\_\_\_\_\_ ☐ CREDIT CARD ☐ OTHER \_\_\_\_\_

**ALL PROVISIONS FOR THE SPECIAL ALCOHOLIC BEVERAGE LICENSE HAVE  
BEEN SATISFACTORILY COMPLETED, AND THEREFORE THE LICENSE IS HEREBY  
APPROVED BY CASEY COLEMAN, CITY MANAGER.**

\_\_\_\_\_  
Casey Coleman, City Manager

\_\_\_\_\_  
Date

LICENSE ISSUED BY: \_\_\_\_\_  
Tina Laney, Alcohol Licensing Dept.

DATE ISSUED: \_\_\_\_\_

\*Revised 02/10/14 to removed fingerprinting/criminal history requirement; per City Manager, not necessary  
since it is not done for Special Use Alcohol Permits.

## **RESOLUTION 05-2013**

### **A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF CARROLLTON, STATE OF GEORGIA, TO AMEND CHAPTER 6 (“ALCOHOLIC BEVERAGES”), ARTICLE II (“LICENSING”) OF THE CODE OF ORDINANCES, CITY OF CARROLLTON, GEORGIA TO ADD A NEW SECTION 6-40 (“SPECIAL ALCOHOLIC BEVERAGE EVENT LICENSES”)**

WHEREAS, Chapter 6 (“Alcoholic Beverages”), Article II (“Licensing”) of the Code of Ordinances, City of Carrollton, Georgia generally provides that no person may sell or offer for sale any alcoholic beverages within the city except under a valid license issued by the city; and

WHEREAS, as currently drafted, Chapter 6 (“Alcoholic Beverages”), Article II (“Licensing”) of the Code of Ordinances, City of Carrollton, Georgia contemplates licenses issued and renewed on a calendar-year basis; and

WHEREAS, the City Manager reports that – from time-to-time – he is asked about issuing short-term licenses that would permit the licensee to sell or offer for sale alcoholic beverages at special events; and

WHEREAS, there is currently no provision in the Code of Ordinances, City of Carrollton, Georgia for the issuance of such special alcoholic beverage event licenses; and

WHEREAS, the City Manager has recommended that the Mayor and City Council amend Chapter 6 (“Alcoholic Beverages”), Article II (“Licensing”) of the Code of Ordinances, City of Carrollton, Georgia to allow the City Manager or his designee to issue special alcoholic beverage event licenses; and

WHEREAS, the Mayor and City Council find it in the public interest to amend Chapter 6 (“Alcoholic Beverages”), Article II (“Licensing”) of the Code of Ordinances, City of Carrollton, Georgia to allow the City Manager or his designee to issue special alcoholic beverage event licenses.

NOW, THEREFORE BE IT RESOLVED, that the Mayor and City Council of Carrollton do hereby amend Chapter 6 (“Alcoholic Beverages”), Article II (“Licensing”) of the Code of Ordinances, City of Carrollton, Georgia to allow the City Manager or his designee to issue special alcoholic beverage event licenses by adding a new Section 6-40 (“Special Alcoholic Beverage Event Licenses”) as follows:

#### **Sec. 6-40. Special Alcoholic Beverage Event Licenses.**

**(a) *Special alcoholic beverage event licenses.*** Notwithstanding anything to the contrary in this Article, private parties, organizations, or entities, nonprofit civic organizations, or governmental organizations may apply for a special alcoholic beverage event license from the city manager of the city or his designee to sell or offer for sale alcoholic beverages at special events on any property within the city.

**(b) *Application for special alcoholic beverage event license.*** The city manager or his designee is authorized to issue a special alcoholic beverage event license for any application meeting all applicable subsections of this section. Any private parties, organizations, or entities, nonprofit civic organizations, or governmental organizations desiring to sell or offer for sale alcoholic beverages at special events on any property within the

city shall make written application to the city manager or his designee for a special alcoholic beverage license on forms provided by the city. The city manager or his designee shall have the authority to prescribe forms of application. Failure to furnish any requested data shall automatically serve to dismiss the application. Any untrue or misleading information contained in, or material statement omitted from, an application for a special alcoholic beverage event license shall be the cause for denial or revocation thereof. All applications for a special alcoholic beverage event license must be submitted to the city manager or his designee at least 30 days prior to the date of the event, unless waived by the city manager or his designee.

**(c) *Duration of the special alcoholic beverage event license.*** If a special alcoholic beverage event license is granted by the city manager or his designee, it shall be good only for the specified event set forth in the application, not to exceed three days in duration.

**(d) *Fees.*** The fees for special alcoholic beverage event licenses shall be:

- (1) For private parties, organizations, entities, \$250.00 for one day, \$350.00 for two days, and \$500.00 for three days;
- (2) For nonprofit civic organizations, \$50.00 per day;
- (3) For governmental organizations, no charge.

The fee shall be paid at the time of the application. Said fee shall be refunded if the license is denied or withdrawn, provided that any applicant who holds a valid retail consumption on the premises license which is current, in good standing, and not in a state of probation or suspension shall have an annual credit against such permit fee equal to the amount of alcoholic beverage fee paid to the city. However, this credit does not authorize a consumption on the premises licensee to receive more than the maximum number of permits per calendar year allowed by subsection (e).

**(e) *Limitation on licenses per calendar year.*** No more than five licenses for special alcoholic beverage events shall be issued for the same private party, organization, or entity, nonprofit civic organization, or governmental organization per calendar year.

**(f) *Alcoholic beverages to be provided by recipient of special alcoholic beverage event license.*** All alcoholic beverages sold or offered for sale at any special alcoholic beverage event must be sold or offered for sale by the entity granted the special alcoholic beverage event license.

**(g) *Prohibition on service of alcoholic beverages from the premises of a retail consumption on the premises licensee.*** Any licensee holding a city retail consumption on the premises license is strictly prohibited from serving alcoholic beverages purchased from a state wholesaler for sale on their licensed premises under the issuance of a special alcoholic beverage event license.

**(h) *Security.*** One security officer, who shall be a certified city police officer, shall be required at any special alcoholic beverage event. Based on his evaluation of the event, the city manager may, at his discretion, waive the security requirement or require additional security. The recipient of the special alcoholic beverage event license shall be responsible for contacting the city police department to schedule the required security and for payment of same.

**(i) *All provisions of city parks, recreation, and cultural arts rental agreement, rules and regulations applicable.*** The issuance of a special alcoholic beverage event license is in addition to all applicable provisions of the city parks, recreation, and cultural arts rental agreement and rules and regulations for the Carrollton Cultural Arts Center or the Old City Gym and does not relieve the recipient for compliance with same.

**ADOPTED this 9th day of September, 2013.  
MAYOR AND CITY COUNCIL OF CARROLLTON**